

RMS Cap
File: Forms Mgmt
 Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300010-8

<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		INITIALS	DATE	
1	Mr. 				
2	3C-19, Headquarters				
3					
4					
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<input type="checkbox"/> ACTION		<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY		
<input type="checkbox"/> APPROVAL		<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION		
<input type="checkbox"/> COMMENT		<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN		
<input type="checkbox"/> CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE		
Remarks: Don: In accordance with your request today, there is attached material relative to Forms Management Workshops conducted by GSA. We have had two (2) such workshops sponsored jointly by GSA and our Staff. These have been very successful. I believe DDP, too would profit from them. I suggest that the groups should not exceed 15 or 20. As indicated today these workshops require about six (6) hours actual classroom work. <i>Let me know your wishes.</i>					
FOLD HERE TO RETURN TO SENDER					
ADDRESS AND PHONE NO.			DATE		
Rec Mgmt Staff/DDS			4/4/63		
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